Scenario

In the first lesson, you met our SHARP Trainer, James. He walked you through the basics of Time and Labor. You should now have an understanding of key terms, processes and roles in SHARP Time and Labor.

In this lesson, James will provide an overview of the Labor Distribution process that shares data from Time and Labor with the SMART Project Costing module. He will also show you how to create task profiles and task groups. Finally, he will cover the process for uploading funding information in SHARP.

Lesson Objectives

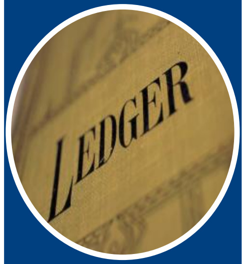
After completing this lesson, you will be able to:

- Describe the flow of project funding information from Time and Labor to Project Costing
- Create and maintain task profiles
- Create and maintain task groups
- Describe the process for uploading funding information in SHARP

Lesson Topics

In this lesson you will learn about the following topics.

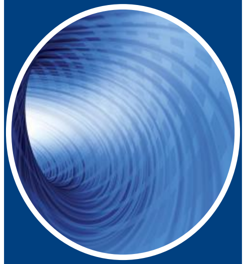
Topic 1: Labor Distribution Overview



Topic 2: Create Task Profiles

Topic 3: Create Taskgroups

Topic 4: Time Adjustments – Task Only



Topic 5: Upload Funding Information

Labor Distribution

One of the major benefits of Time and Labor is the ability of SMART and SHARP to "message" data back and forth. The process begins with the setup of a project (and/or grant) that identifies employees who are resources for that project. The Project information will be sent to SHARP and available for employees to report the hours to.

After time is reported and processed through to a paycheck, the SHARP data is sent to SMART so that the labor costs for a project are recorded along with all other financial information. This way, project managers are able to analyze both human resource and non-human resource costs together in one module.

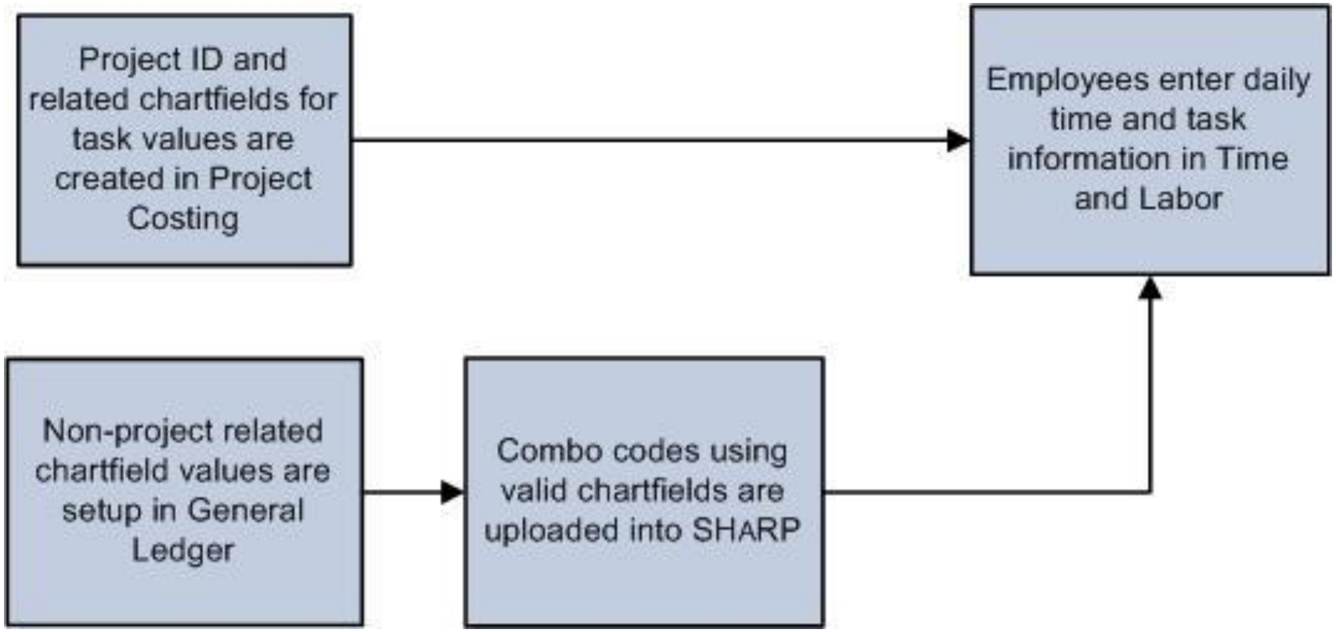
TIP: The Agency Time and Labor HR and Agency Time and Labor Task Reporter roles are responsible for monitoring the "bridge" between SHARP and SMART

Labor Distribution Key Terms

- **Labor Distribution –** Allocating labor costs back to payable time after payroll is run
- **Actuals Distribution –** Distribution of actual earnings, employer deductions, and employer taxes calculated by Payroll across combo codes (funding sources)
- **Actual Costs –** Costs calculated by payroll for the payable time and returned to Time and Labor after the completion of a pay run
- **Fringe Costs –** Employer paid benefits and taxes

TIP: Before reviewing the Labor Distribution process, it is important to understand a few key terms

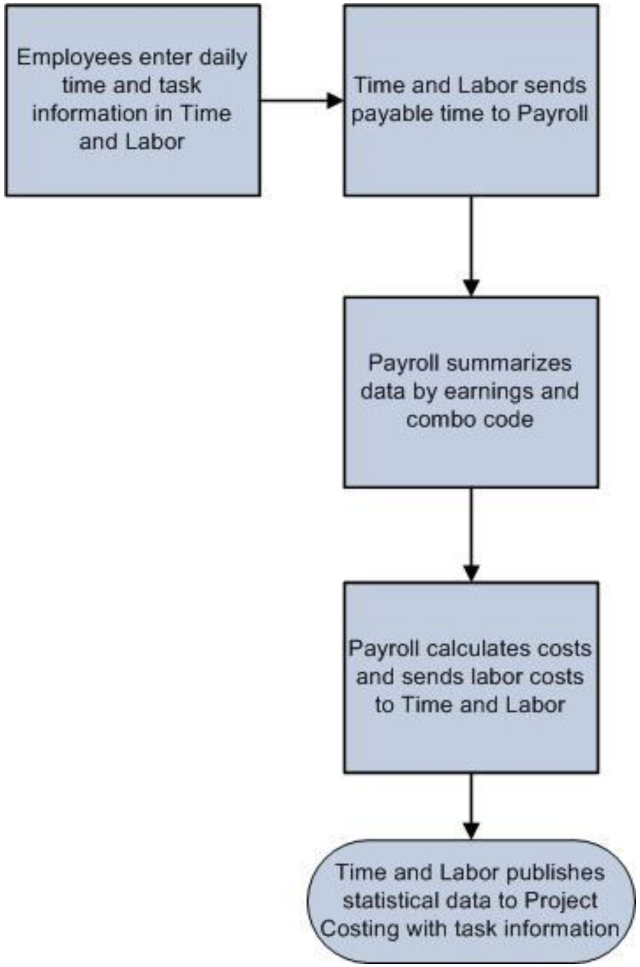
❑ Labor Distribution Process



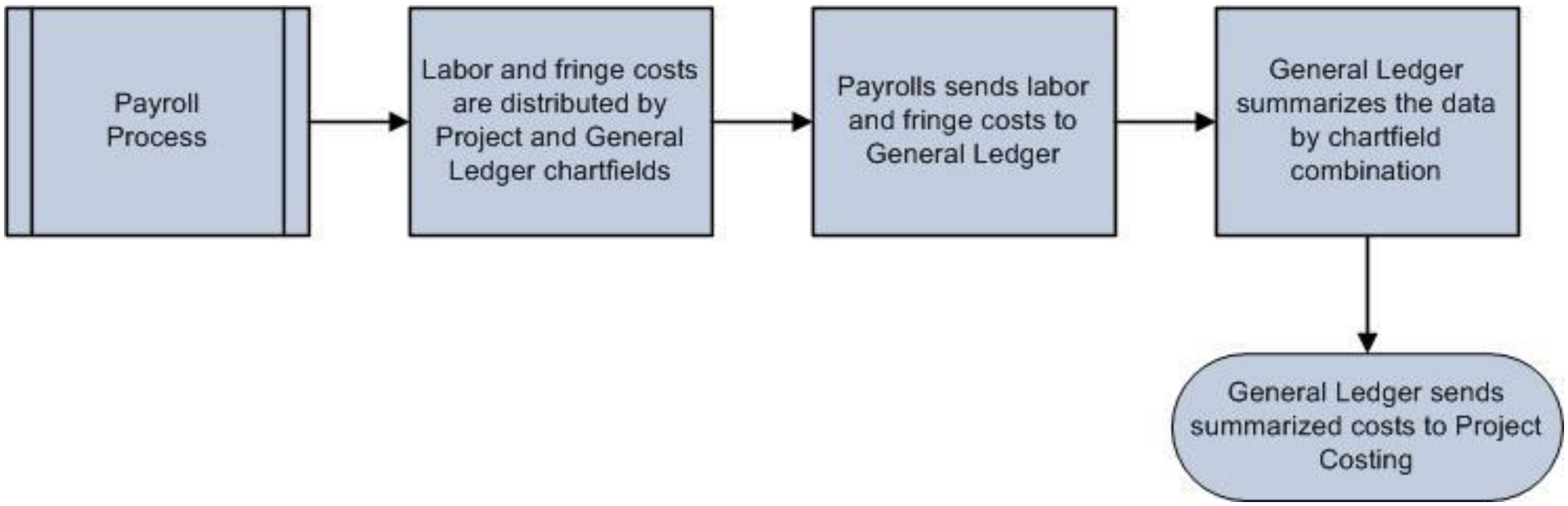
The **Labor Distribution** process begins with setting up the data necessary to record hours to projects/grants. Project-related data is set up in Project Costing and ChartField information in General Ledger, which are both modules in SMART. The data is then "messaged" to SHARP for use by Time and Labor when setting up Task Profiles. Finally, agencies setup combo codes in a file and upload them to SHARP.

Labor Distribution Process (cont.)

As discussed in Lesson One, reported time in Time and Labor is processed through Time Administration and becomes payable time. Another process then moves payable time into payroll calculation. Once payroll is run, labor cost is allocated back to Time and Labor. From there, Time and Labor "messages" statistical data to the Project Costing module in SMART, including employee ID, hours and task information from the timesheet. The only remaining data needed by Project Costing is the financial information.



Labor Distribution Process (cont.)



The financial information for labor costs passes from Payroll through the General Ledger. During the payroll process, labor and fringe costs are distributed to the applicable ChartFields; both Project Costing ChartFields and General Ledger ChartFields. Payroll (SHARP) sends this information to General Ledger (SMART). The integration in SMART of the General Ledger and Project Costing modules make the summarized costs available for review and analysis within a particular project.

Create Task Profiles

Recall from Lesson One that Task Profiles provide an "employee-friendly" name for the ChartField information assigned to the labor costs for a project and/or grant. By setting up task profiles, the Time Reporter can choose from a list of task profiles (within a Taskgroup) when reporting time worked.

- Task profiles can specify how to distribute reported time across tasks: by percent or equally across all tasks
- Task profiles are created by using a spreadsheet load process (the same spreadsheet that is used to create combination codes)

TIP: Be sure that the supervisors in your agency are providing employees with a list of the appropriate task profiles for each project and/or grant on which they work.

Create Taskgroups

A Taskgroup represents a group Task Profiles. Taskgroups identify the default Time Reporting Template and the Task Profiles that are valid for members of the Taskgroup.

Each agency determines how many Taskgroups are needed for groups of Time Reporters (employees) in their agency. Agencies will have security access to add and update Taskgroups.

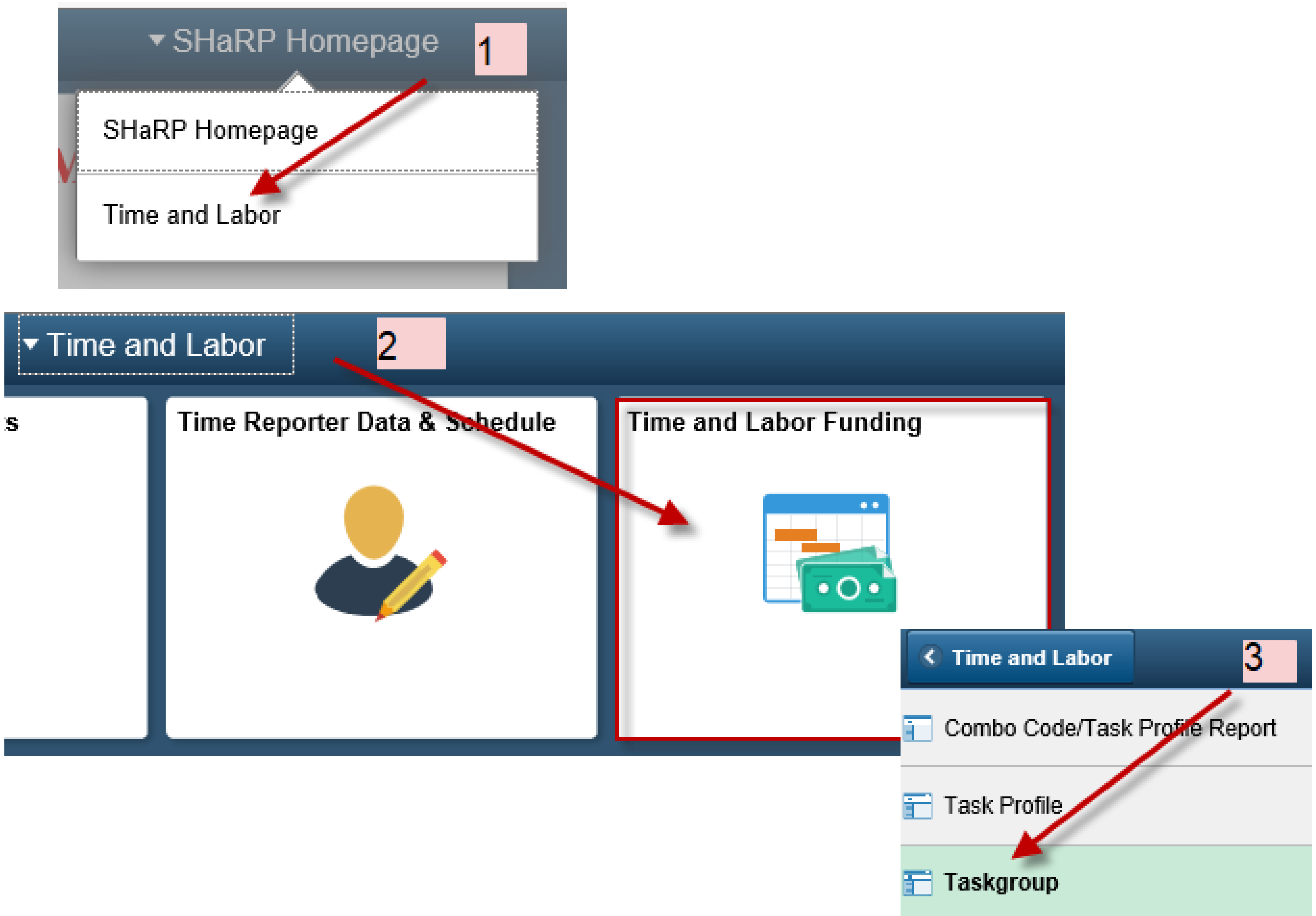
If you make an error while entering a Taskgroup, please contact a member of the Department of Administration, Payroll Systems team to request the correction.

TIP: Be sure that changes to the Taskgroup (such as inactivating or adding a Task Profile) are effective dated at the beginning of a pay period so they are reflected on the employee's timesheet

Lesson 2: Maintain Funding for Time Reporters

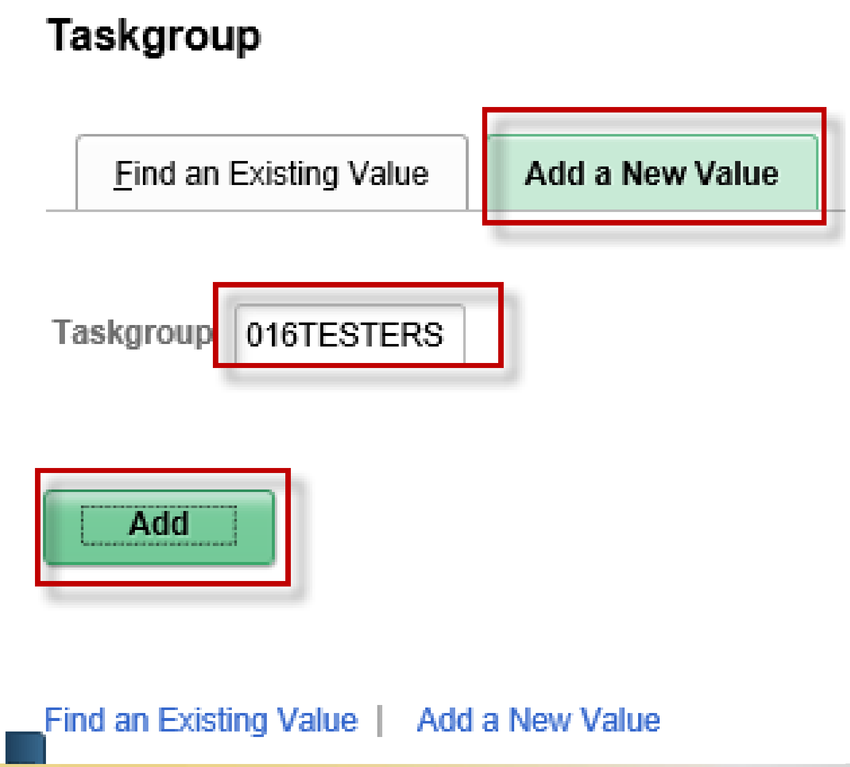
Creating Taskgroups

The Path is **Time and Labor Homepage, Time and Labor, Funding Tile, Taskgroup Navigation Collection.**



Creating Taskgroups (cont.)

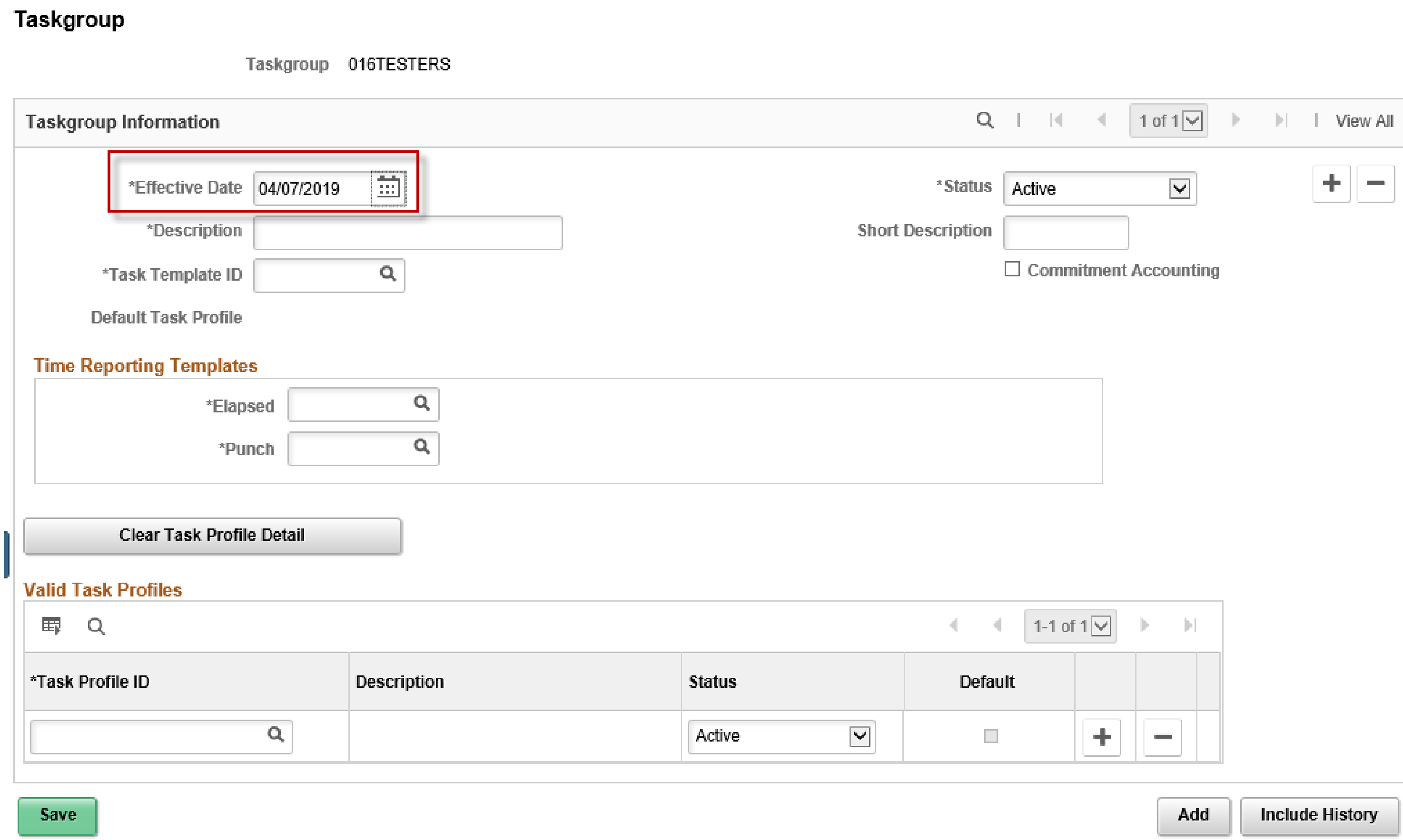
Step 1: When adding a new Taskgroup, Click on the **Add a New Value** folder tab. Enter a Taskgroup name. It must begin with your three-digit department ID, followed by seven letters or numbers. Click “**Add**”.



Creating Taskgroups (cont.)

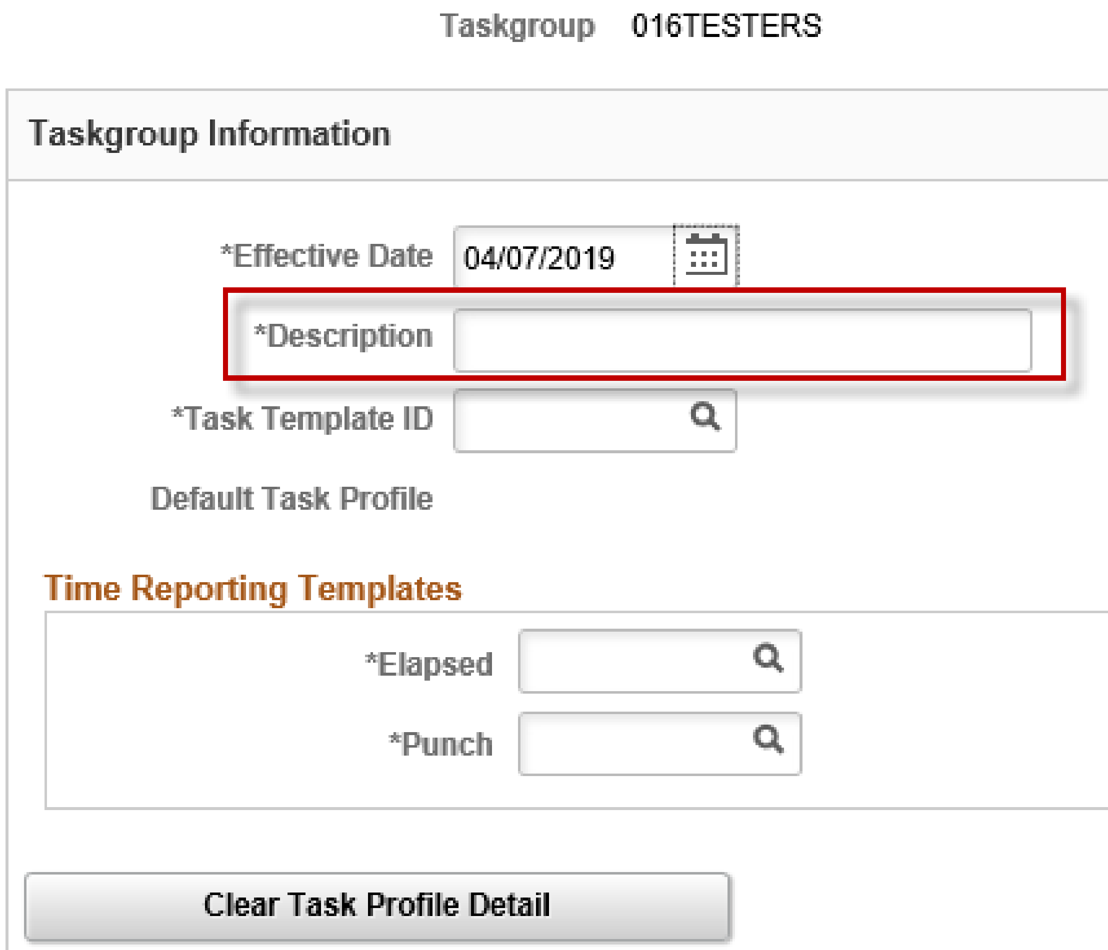
Step 2: Enter the **Effective Date** for the Taskgroup.

Note: This date must be equal to the first day of the pay period for which it is in effect. Also, any Task Profiles you wish to include in this Taskgroup must have an effective date earlier or equal to the effective date of the Taskgroup.



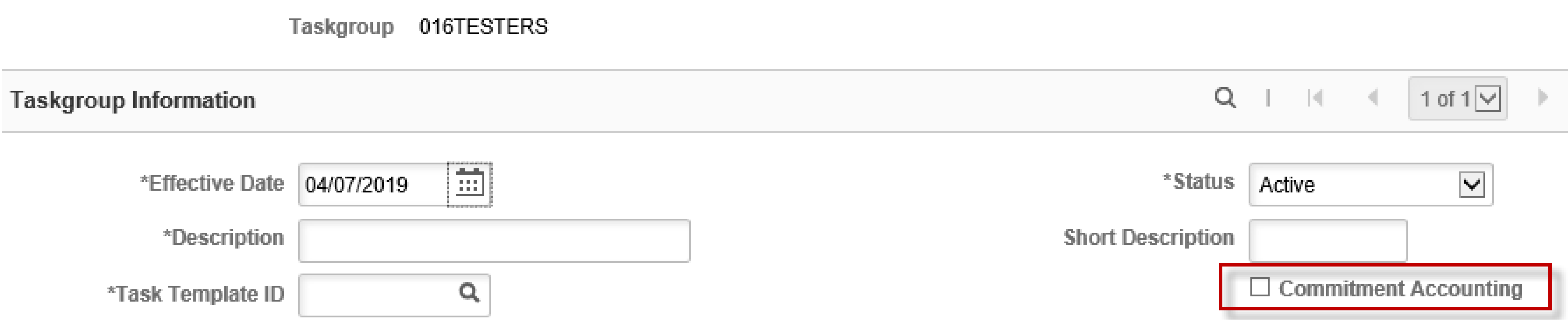
❑ Creating Taskgroups (cont.)

Step 3: Enter a **Description** for the Taskgroup.



Creating Taskgroups (cont.)

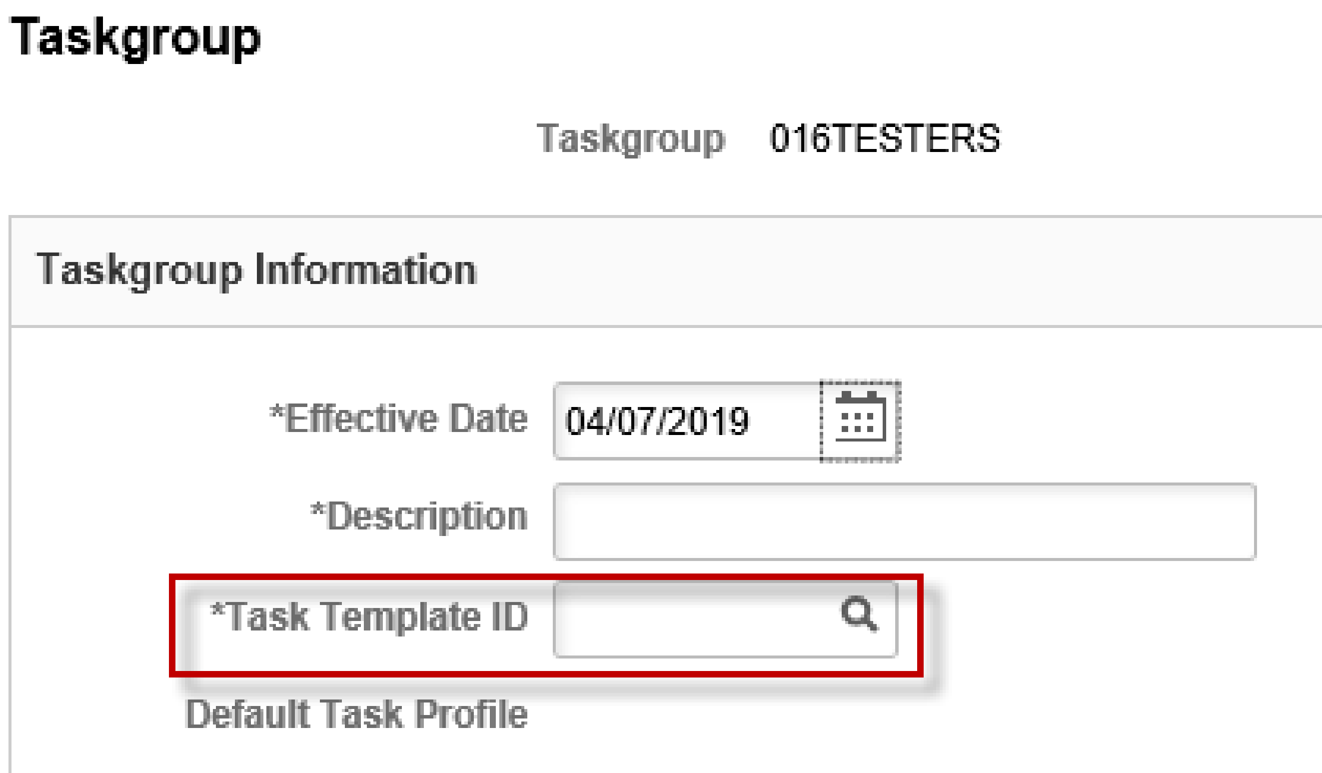
Step 4: Select the **Commitment Accounting** checkbox



Creating Taskgroups (cont.)

Step 5: Enter “SOKDETAIL” in the **Task Template ID** field.

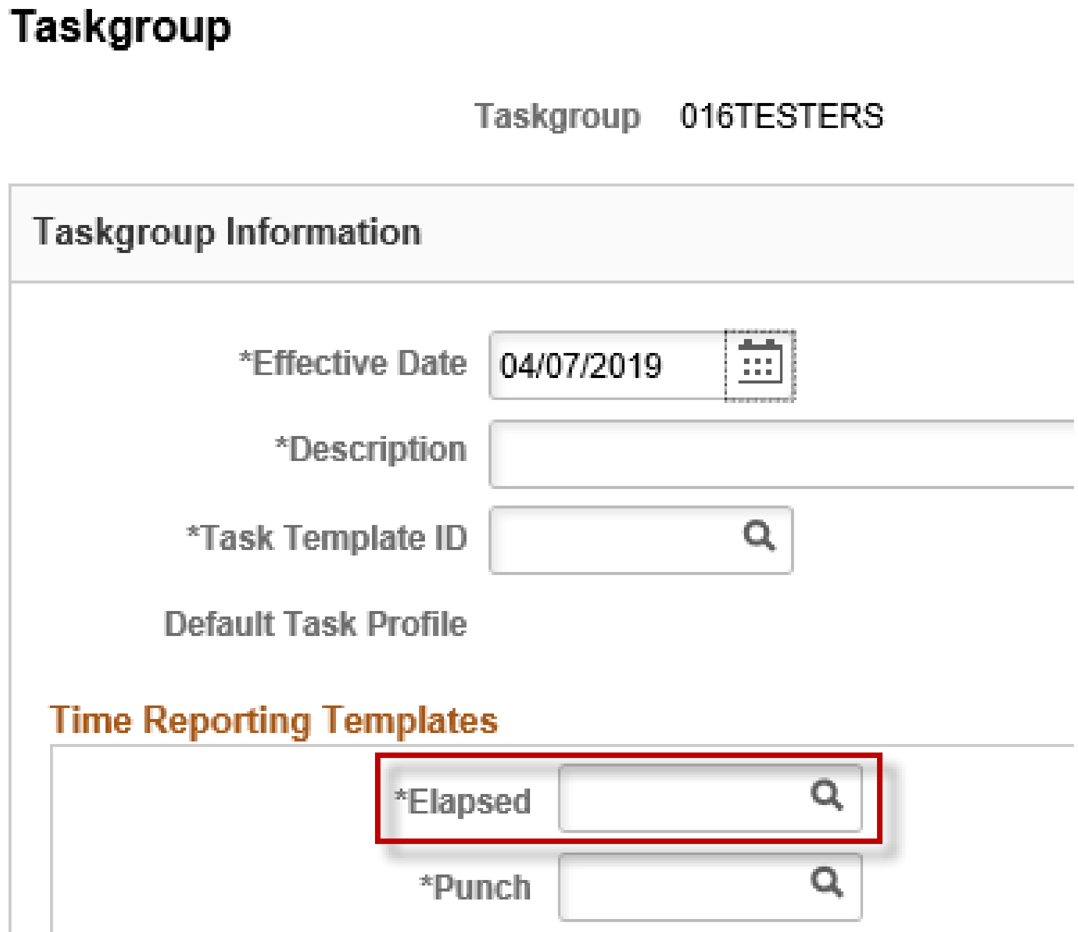
Note: The KBI may enter KBIAGENT for their employees who record case numbers.



❑ Creating Taskgroups (cont.)

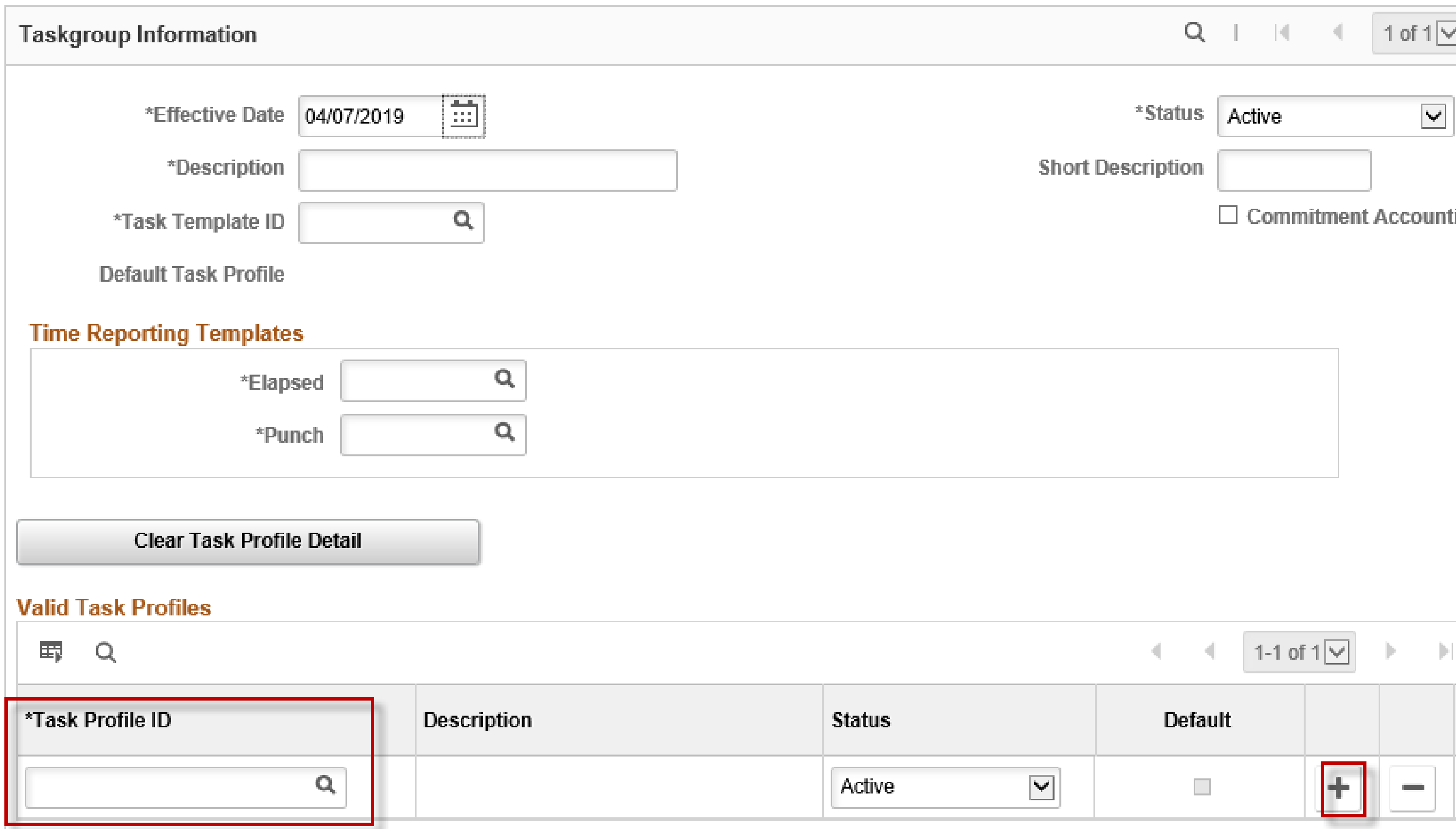
Step 6: Enter "SOKTASK" in the **Elapsed Reporting Template** field.

Note: Ensure that Time Reporters using this Taskgroup have "SOKTASK" entered in the **Elapsed Reporting Template** field on the **Time Reporter Data** page.



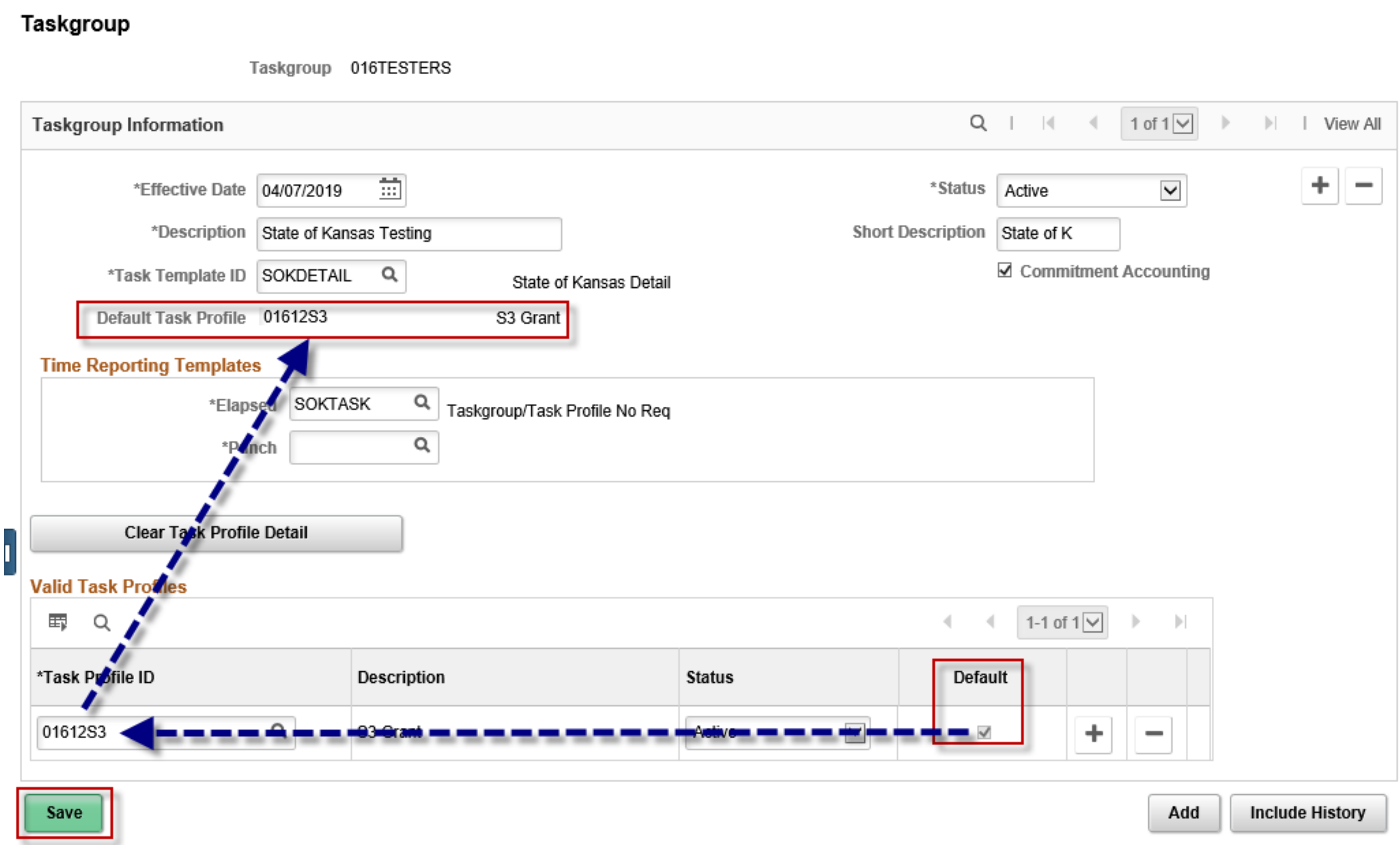
Creating Taskgroups (cont.)

Step 7: Enter the appropriate **Task Profile IDs** for this Taskgroup. Use the **Add New Row** button to enter as many Task Profiles as needed for this Taskgroup.



Creating Taskgroups (cont.)

Step 8: Select the **Set As Default** checkbox for the <u>one</u> Task Profile ID you wish to designate as the default for this Taskgroup. The value you enter here is what will be used if your employee forgets to enter a Task Profile ID on the timesheet. Each Taskgroup MUST have a default Task Profile. Click **Save**.



Task Related Time Adjustments

We all do our best to accurately record the time that we worked each pay period. However, sometimes errors occur. If you discover that an employee reported time to the wrong task profile in a previous time period, you can adjust the task information as long as the adjustment does not affect the pay due to the employee.

If the employee's pay is affected by an adjustment, you must contact the appropriate people in your agency to request an adjustment to be processed. Labor costs related to pay affecting adjustments are automatically sent to SMART Project Costing through the steps shown in the Labor Distribution topic in this lesson.

TIP: Your best resource for funding related issues is your agency Task Reporter.

Task Related Time Adjustment Process

If an employee needs to have their Task Group or Profile updated, that update is made directly to the timesheet, by the Timekeeper or Personnel Staff, depending on who has access in your agency. Once those changes are made, the Reported Time and Payable Time is approved.

If the only change made to the timesheet is a change to the group or profile, this change will flow through the next on-cycle payroll, correcting the funding at that point. No adjustment is needed.

If the change made has affected the hours reported and the funding, an adjustment must be processed.

Uploading Funding Information

Agencies maintain funding information by submitting a file to the Department of Administration, Office of the Chief Financial Officer for upload. This file is used to create valid combinations of ChartFields in the Combination Code Table. All agencies will record the General Ledger ChartField values associated with each combo code. In addition, Time and Labor agencies can also enter a Project ID and task profile fields.

In order for the upload to process properly, refer to the SHARP Documents web page for instructions and file layouts for this process: https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms.

TIP: If you are submitting task profiles in a file upload, be sure that the newly uploaded task profiles are added to the taskgroups once the upload is complete.

Lesson Checkpoint

True of False? SMART and SHARP send data back and forth in order to record labor costs to a project.

- True
- False

True. SMART data such as Project Costing and General Ledger ChartFields is sent to SHARP; while statistical data as well as summarized costs are sent back to SMART after payroll calculation.

Lesson Checkpoint

A Task Profile can be allocated how? **Hint:** This value is entered in the **Allocation Type** field. Check all that apply.

- A. Allocate by Percent
- B. Allocate by Amount
- C. Distribute Allocation Equally
- D. All of the above

D. All of the above. You may choose to allocate the time reported to a task profile by percent, amount, or equally to each set of ChartFields (distribution).

Lesson Checkpoint

True of False? A Taskgroup represents a group of Time Reporters with similar time and task reporting requirements.

- True
- False

True. Each agency determines how many Taskgroups are needed for groups of Time Reporters (employees) in their agency.

Lesson 2: Maintain Funding for Time Reporters

Lesson Summary

The "bridge" between SHARP and SMART enables agencies with projects and/or grants to show the labor costs alongside other costs for a project within the SMART Project Costing module.

Task Profiles provide an "employee-friendly" name for the ChartField information assigned to the labor costs for a project and/or grant.

A Taskgroup represents a group of Time Reporters with similar time and task reporting requirements. Taskgroups identify the default Task Template and Task Profiles that are valid for members of the Taskgroup.

Agencies maintain funding information by submitting a file to Office of Accounts and Reports for upload. Use this file to create and maintain both Combo Codes and Task Profiles.

In this lesson, I walked you through the basics of labor distribution, entering Task Profiles, and entering Taskgroups. Place your mouse over each graphic to review key concepts.

❑ Course Completion!

Congratulations! You have finished each lesson for this course. You must now take the course assessment.